



ARMY CONTRACTING AGENCY (ACA)

NEWLETTER

“OUR TEAM IS GROWING”

Volume 1, Issue 2

June 2002

Message from Suellen Jeffress, Acting ACA Deputy Director

With your support, I am proud to say that the U.S. Army Contracting Agency (ACA) is on schedule to be fully operational October 1, 2002. The Installation Management Agency (IMA) approved the Organization and Operations (O&O) Plan May 20, 2002. In addition, the Deputy Under Secretary of the Army, John W. McDonald, approved the Implementation Plan May 29, 2002. It's exciting standing up a brand new activity and, at the same time, it usually generates lots of questions about not only the new organization, but also how it will affect individuals and their career goals. I'd like to address some of the frequently asked questions for Army civilians who work on installation contracting and information technology under the ACA. Please be aware that there is no compulsory permanent change of station planned for civilians. There is also no reduction in force planned. The grade structure at local activities will remain unchanged for the employees currently on-board. What will change is there will be a migration of some GS 11 through 13 positions to the Northern and Southern Regions, as well as the Information Technology, E-Commerce, and Commercial Contracting Center (ITEC4), and Headquarters (HQ) ACA. This will be done in accordance with anticipated attrition and the migration of procurements over \$500,000



for consolidation at the Regions and ITEC4. This is smart planning in anticipation of 50 percent of the Army contracting workforce eligible to retire within the next 5 years. The Contribution-based Compensation and Appraisal System (CCAS) pay plan (also known as pay banding) is the appraisal and pay system used at HQ ACA and for the Liaison Officer positions. There are no plans to expand CCAS to other ACA field activities. As a professional workforce, I encourage each of you to take a look at the U.S. Army Contracting and Acquisition Career Program website at <http://acqnet.saalt.army.mil/profdev/default.htm>. The Section 808 education standards raised the bar for new entrants for contracting professional education with the requirement for a bachelor's degree and 24 semester hours of business-related courses. In developing your Individual Development Plan and charting your career course, I encourage you to achieve that standard and beyond. There are tuition assistance programs available which can fund your courses. Another area I want to mention is the ACA's ambition to be the best of the best. Our goal is to earn the Army Performance Improvement Criteria (APIC) Award. The Malcolm Baldrige Criteria for Performance Excellence is the basis for APIC. We'll be drafting strategy and action plans for metrics, which will help us achieve this goal. We want to raise installation and IT contracting performance by, improving our business practices and capabilities. The overarching goal is to generate continuous improvement over time as we initially establish and mature the ACA. With your participation, we can realize this goal. For more information on APIC see the website at www.hqda.army.mil/leadingchange/APIC. Finally, I would like to solicit your ideas for information you would like to see regarding the ACA Homepage by sending them to the ACA question POC indicated at the website <http://aca.saalt.army.mil/>.

INSIDE THIS ISSUE

Message from the ACA Acting Deputy Director

Message/Biography, ACA Acting Director, Northern Region

Message/Biography, ACA Acting Director, Southern Region

Questions and Answers/Feedback from our Readers

ACA Milestones and Points of Contact/Area of Expertise

Message from COL Steven R. Boshears, Acting ACA Director, Northern Region

I believe the Army Contracting Agency will play a crucial role in accelerating Army transformation, readiness and dominance on the battlefield of our war-fighting units, and improving quality of life for Army soldiers, civilians and family members. Customer-focused, motivated, well qualified, creative, and happy people are our most valuable resource and the key to our future. Communication, teamwork, and business acumen are the skills we must bring to the table every day. Integrity, perseverance, and a burning desire to make the future better, are the values that will empower us to succeed in the face of the myriad of daunting challenges we face.

Biography - COL Steven R. Boshears

Colonel Steven R. Boshears assumed his present duties on November 1, 2001. He is responsible for \$1.6 billion per year in contractual actions in support of this major command. He leads a headquarters staff of 20 personnel, a mission contracting Field Operating Agency of 50 personnel, and oversees a network of 15 installation contracting offices with a total of over 350 personnel located across the continental United States. His duties include execution of 41 active A-76 contracts and studies for a variety of installation management services across the command, and executing broad contractual authority as the direct delegate of the TRADOC Commanding General. Prior to this assignment, he was Commander, Defense Contract Management Agency – Indianapolis, where he was responsible for oversight of the defense industrial base in the state of Indiana. He led 203 personnel performing contract management for Department of Defense programs including the Advanced Field Artillery Tactical Data System (AFATDS), High Mobility Multi-purpose Wheeled Vehicle (HMMWV), Single Channel Ground and Airborne Radio System (SINCGARS), and aircraft engines for the Osprey and Comanche. During his tenure, on-time delivery by Indiana contractors improved 30% and delinquencies were reduced by 60%. His unit won several major awards including the Secretary of the Army Award for Excellence in Contracting (SINCGARS/ITT Team), the F-22 System Program Office Best DCMA Support Team Award, and Support Team Award, and the Indiana Lieutenant Governor's Quality Award. Colonel Boshears' first acquisition assignment was Director of

Contracting, Osan Air Base, Contracting Command Korea, 1984-1987. He then attended Training with Industry at the Defense Contract Audit Agency-Seattle, 1987-1988. He next served as a Principal Contracting Officer, U.S. Army Communications-Electronics Command, 1988-1989, followed by assignment as a Procurement Investigator, Office of the Inspector General, Headquarters, U.S. Army Materiel Command, 1989-1992. He then served as an Instructor, later Course Director, in contracting at the Army Logistics Management College (1993-1996). During that assignment he was the DoD Team Leader and founder of the Contingency Contracting Officer Course. He was Chief, Acquisition, Education and Training Program, U.S. Army Command and General Staff College (CGSC) from 1996 to 1999 and was the founder of this program, which offers Defense Acquisition University and master's degree-producing courses to acquisition officers attending CGSC. Colonel Boshears was commissioned a Signal Officer through Officer Candidate School at Fort Benning, Georgia, in 1979. In 1990, he transferred to the Quartermaster Corps. His early career assignments were with the 24th Infantry Division, Fort Stewart, GA, and the 2d Support Command, West Germany. Colonel Boshears' military education includes Distinguished Graduate of the Signal Officer Basic and Advanced Courses, Air Command and Staff College, Army Command and General Staff College, and the Advanced Program Management Course, Defense Systems Management College. He is a member of the Army Acquisition Corps certified at Level III in both Contracting and Program Management. He graduated from Regents College, Albany, NY, in 1985, earning a Bachelor of Science Degree in Business. He also holds a Master's Degree in Material Acquisition Management from the Florida Institute of Technology, as well as a Master's Degree in Business from Webster University. Colonel Boshears' military awards include the Defense Meritorious Service Medal, Meritorious Service Medal (with three Oak Leaf Clusters), the Army Commendation Medal (with two Oak Leaf Clusters), the Good Conduct Medal, and the Noncommissioned Officer Professional Development Ribbon. He is a Fellow of the National Contract Management Association (NCMA), the 1999 recipient of the NCMA National Education Award, and the 2001 recipient of the North Central Region Distinguished Service Award. He has also earned NCMA's Certified Professional Contracts Manager and Certified Associate Contracts Manager designations. Colonel Boshears currently serves on the NCMA Contract Management Certification and Accreditation Board and is the National Functional Director for the Certified Federal Contract Manager Program.

Message from COL Charles John Guta, Acting ACA Director, Southern Region

This message identifies my four primary operational expectations. In addition, it outlines my commitment to the success of the Army Contracting Agency (ACA) and to you as the Acting Director of the Southern Region.



1. **Responsive Contract Services:** To be successful, we must anticipate, plan, implement, and strive to accomplish all assigned tasks. Know your customers, your counterparts, and their contracting needs.
2. **Solid Integrity:** This goal is nonnegotiable. No organization, especially one like ours, can be effective if we cannot depend on the word and actions of our fellow workers. Our word, whether written or verbal, must be our bond, and we must insist on total honesty and integrity in our planning, execution and day-to-day operations. Actions resulting from our commitments must be followed through to completion.
3. **Total Professionalism and Competency:** The title "Professional" is achievable. It encompasses all we do within the Southern Region of the ACA structure, whether it is on or off duty, regardless of military rank, civilian grade or position. We must strive to do our very best in everything we do. Take pride in all your actions. In providing the essential contract services for our customers, the requirement for each individual to become and remain proficient and fully qualified is continuous. Training must be accomplished hand in hand with our ongoing mission. This balance must be maintained, and I expect our leaders to set the standards and ensure all employees are afforded the opportunities to meet those standards.
4. **Take Care of People:** Every employee deserves fair and equal treatment. Striving to establish, maintain and enhance a working environment, which affords all personnel dignity and trust, is our most important challenge. The goal here is to build on the individual. Whether military or a civilian, basic needs must be fulfilled for continued development and advancement. Achievement of this goal will act as a force multiplier, which will allow every individual to achieve his or her full potential.

Biography - COL Charles John Guta

Colonel Charles J. Guta was born in Cleveland, Ohio 13 August 1951 and received a BA degree in Economics from John Carroll University in May 1973. Upon graduation, he was commissioned through the Reserve Officer Training Corps, Distinguished Military Graduate, into the United States Army Transportation Corps. After completion of a one-year detail with the Infantry, Colonel Guta reverted back to his basic branch in 1974. Colonel Guta commanded the following units: From June 1976 to June 1977, B Company, 502d S&T Battalion, 2d Armored Division, Ft Hood, Texas; from February 1990 to February 1992, the 502d Transportation Battalion, Movements Control, 3rd COSCOM, V Corps, USAREUR, Wiesbaden, Germany. From August 1994 to September 1997, the Defense Contract Management Command Atlanta, DCMC, DLA. From September 1997 to January 1999, served as the Principal Assistant Responsible for Contracting (PARC), DCSLOG. From January 1999 to December 1999, served as Secretary of the General Staff (SGS) for Forces Command. Colonel Guta's Acquisition and Contracting staff positions include: Procurement and Contracting Officer, HQ, Military Traffic Management Command; Chief, Resource Management Division, Center for Command, Control, and Communications Systems, Defense Communications Agency; Chief, Contracting Division, United States Army Contracting Command, Europe; and Procurement Officer, US Army Contracting Support Agency, Assistant Secretary of the Army, (Research, Development, and Acquisition) Washington, DC. Other primary staff positions include: Chief, Transportation Movements Office, TMO, Bremerhaven, Germany; Secretary of the General Staff, HQ, 4th Transportation Command, Oberursel, Germany; and Executive Officer, 106th Transportation Battalion, Ruesselsheim, Germany. His military and civilian schooling include: US Army Infantry Basic (1973) and Transportation Officer Advanced Courses (1978); Masters in Acquisition Management and MBA from the Florida Institute of Technology, Melbourne, FL (1979); The US Army Command and General Staff College, Ft Leavenworth, KS (1983) and the Defense Systems Management College, DoD Program Management Course, Ft Belvoir, VA (1993). In addition, Colonel Guta is a graduate of the US Army War College, SCS, Class of 1994. Colonel Guta's Decorations include the Defense Superior Service Medal; the Defense Meritorious Service Medal; the Army Meritorious Service Medal; w/2OLC; the Army Commendation Medal w/OLC; the Army Achievement medal w/OLC and the Army Parachutist Badge.

FEEDBACK

Questions from ACA Readers

It is my understanding that contracts above \$500,000 will be centralized at the ACA or Regions, but the positions at the new Installation Contracting Offices (ICOs) will not be lost. At my office, there are four positions in the Service Division that handle contracts over \$100,000. Most, if not all, of these requirements exceed \$500,000. What jobs will these personnel fill?

Eight personnel in Services feel they can see no future functions and yet are told/implied that their jobs are secure and they won't be reassigned to regional slots.

In addition, if contract administration is turned-over to DCMA, this office has four positions in the Services Division that currently perform this function. What will they do?

Answers from ACA Leaders

The general intent is that all contracts over \$500K will be awarded by a Regional Contracting Center.

However, responsive support to the customer is paramount. The Agency will carefully study the migration of work from Installation Contracting Offices (ICOs) (satellites) to Regional Contracting Centers (centers) and only transfer pre-award functions when it makes sense to do so.

Improvements in technology for performing pre-award work on a distributed basis and natural attrition (not RIF, not involuntary PCS) are key enablers to the migration of pre-award work. It is not the intent of the ACA to move people from one installation to another, lower their grades or reduce the number of individuals on board at an ICO. It is the intent of the ACA to migrate vacant positions, based on workload, for efficient and effective personnel management as future opportunities arise.

Contracts awarded by a Regional Contracting Center that will be performed on an Installation will generally be returned to the ICO for administration, unless there are compelling reasons to retain contract administration at the Regional Contracting Center.

DFARS 242.202, Assignment of Contract

Administration lists (F) Base, post, camp, and station purchases as an exception for assignment to DCMA and subparagraph (a)(ii) further states that contract administration functions for base, post, camp, and station contracts on a military installation are normally the responsibility of the installation or tenant commander. This paragraph goes on to state that DCMA would, upon request, perform contract administration services, subject to prior agreement. No prior agreement currently exists.

8-Month Calendar:

February 10, 2002	Detailed Concept Plan staffed through RTF/Secretary of the Army
February 26 – March 15, 2002	Implementation IPT prepared Implementation Plan
March 18, 2002	Concept Plan approved
April 12, 2002	Implementation Plan staffed through RTF/Secretary of the Army
May 20, 2002	Organization & Operations (O&O) Plan approved by the Installation Management Agency (IMA)
May 29, 2002	Implementation Plan approved
May 1 – September 30, 2002	Transition to ACA Headquarters, Regions, ITEC4
October 1, 2002	Stand-Up new Agency

ACA Transition Team Points of Contact

<u>Transition Area of Expertise</u>	<u>Team Member</u>	<u>Email Address</u>
Executive Officer	Elizabeth Ratliff	elizabeth.ratliff@smdc.army.mil
Administrative Assistant	JoAnne Ramage	joanne.ramage@saalt.army.mil
Contingency Contracting	Timothy Pugh	timothy.pugh@saalt.army.mil
Information Technology and Electronic Commerce Contracting Center (ITEC4)	Bob Crutchley	robert.crutchley@cacw.army.mil
Facility Requirements	Rick Thurston	rick.thurston@saalt.army.mil
Manpower and Budgeting (Primary)	Bruce Trimble	bruce.trimble@saalt.army.mil
Manpower and Budgeting	Kay Hummel	kay.hummel@saalt.army.mil
Manpower and Budget	Charles Riley	charles.riley@saalt.army.mil
Personnel (Primary)	Bob Adams	robert.adams@saalt.army.mil
Personnel (Alternate)	Kathleen Walker-Starks	kathleen.walkerstarks@saalt.army.mil
Operations Transformation of Installation Contracting (OTIC)	Jan Shadowens	jan.shadowens@saalt.army.mil
OTIC	Perry Hicks	perry.hicks@saalt.army.mil
OTIC	Jan Burke	jan.burke@smdc.army.mil
Small and Disadvantaged Business Utilization Office (SADBUO)	Cynthia Lee	cynthia.lee@saalt.army.mil

DISTRIBUTION D: Distribution authorized to DoD and US DoD Contractors only. Other requests for this document shall be referred to: U.S. Army Contracting Agency, ATTN: SFCA (Nicki Knickerbocker), 5109 Leesburg Pike, Skyline 6, Suite 302, Falls Church, VA 22041-3201, or email shirlee.knickerbocker@saalt.army.mil.